



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CLERK OF THE BOARD ASSISTANT I
CLERK OF THE BOARD ASSISTANT II
CLERK OF THE BOARD ASSISTANT III

Class No. 002904
Class No. 002900
Class No. 002902

■ CLASSIFICATION PURPOSE

To perform a wide variety of tasks in support of the Board of Supervisors and County departments; to provide services to the public; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classes are allocated only in the Department of the Clerk of the Board of Supervisors. These classes differ from the general clerical series in that the Clerk of the Board Assistant series provides specialized services in support of the Board of Supervisors, special districts such as the Air Pollution Control District, and the Assessment Appeals Board. Incumbents handle a high volume of phone and counter contact in response to inquiries by elected officials, County staff, public and media and use various automation systems.

Clerk of the Board Assistant I:

This is the entry-level class in the series. Under general supervision, incumbents perform a wide variety of clerical duties of average difficulty; process and maintain Board records and files; provide County government-related information to the Board of Supervisors, County employees, other governmental agencies, and the public. Incumbents also provide backup support to the Clerk of Board Assistant II.

Clerk of the Board Assistant II:

This is the journey-level class in the series. Under general supervision, incumbents coordinate and perform tasks of moderate difficulty, which require a higher level of experience, independent judgment, and a greater working knowledge of codes, rules and procedures pertaining to the unit and hearing boards. Incumbents may also provide technical guidance and training, and provide backup support to the Clerk of the Board Assistant III.

Clerk of the Board Assistant III:

This is the lead-class in the series. Under general direction, incumbents are responsible for the activities of one or more operational units. Incumbents possess a thorough working knowledge of codes, rules and procedures pertaining to the unit and hearing boards, and handle the more complex assignments.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in these classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Clerk of the Board Assistant I

Essential Functions:

1. Receives, distributes, processes, and maintains various forms, files, and documents.
2. Processes minute orders through data entry, downloading, scanning, and printing processes.
3. Categorizes, summarizes, and inputs communications received for the Board of Supervisors official records.
4. Coordinates meeting schedule for Board chambers and conference rooms, including identifying and processing reservations and preparing calendars.
5. Maintains and inputs Board of Supervisors and hearing board meeting calendar on a regular basis.

6. Processes United States passport applications, appeals for public nuisance abatements, licenses, and permits.
7. Reviews and processes Board actions regarding maps; appointments to boards, commissions, and committees; Board of Supervisors policies, resolutions, ordinances; and the release of sureties.
8. Posts agendas and legal hearing notices for countywide boards, commissions, committees, and departments to comply with legal requirements and timing restrictions.
9. Collects and prepares data for billing of various departments.
10. Receives and reviews court-related litigation documents.
11. Prepares annual Public Agencies filings to the state.
12. Provides notary services.
13. Provides courteous, high-quality service to members of the public by personally responding to requests for service or providing appropriate referral.
14. Inputs Assessment Appeals applications and Community Enhancement applications into a database.

Non-Essential Functions:

1. Administers oath of office, as necessary, for County Counsel, Boards, commissions, and committees.
2. Processes filings of Incompatible Activities.

Clerk of the Board Assistant II

Essential Functions:

All of the functions listed above and

1. Reviews and coordinates the assembly of items submitted for the Board of Supervisors, special districts, and hearing board agendas. Coordinates the distribution of these documents under strict time constraints.
2. Determines processing requirements of documents prior to Board of Supervisors, Sanitation, Housing, Flood Control, and Air Pollution Control District meetings to meet established deadlines.
3. Prepares and processes cash authorizations and warrants for the payment of property taxes, release of securities, and cash refunds.
4. Ensures proper processing of all documents directed by the Board of Supervisors.
5. Maintains Sunset Review and Lobbyist Lists databases.
6. Coordinates the processing of the Statement of Economic Interests and the biennial review of Conflict of Interest Codes.
7. Performs inspections of custodial contract service performance for compliance with contract specifications.
8. Processes Assessment Appeals stipulation agreements, withdrawal requests, and invalid letters.
9. Clerks meetings for various Boards (i.e., Property Tax Assessment Appeals Board and Air Pollution Control Board) and summarizes official actions within strict time constraints.
10. Provides back up coverage and support for the Board General Office.
11. Represents the department at monthly naturalization ceremonies.
12. Makes recommendations on items or documents due for destruction.
13. Summarizes official actions of the Board of Supervisors and special districts.
14. Prepares and distributes annual community enhancement reports relating to Transient Occupancy Tax Funds for county budget.
15. Maintains various computer logs for Board-adopted documents.
16. Coordinates artwork display as part of the Art Halls/Art Walls program.

Non-Essential Functions:

1. Reviews, makes recommendations, and updates COB procedure manuals.
2. Coordinates parking permit process for CAC complex.
3. Provides assistance with safety related incidents at the CAC complex.

Clerk of the Board Assistant III

Essential Functions:

All of the functions listed above and

1. Coordinates Board of Supervisors, special districts, and hearing board agenda processes.
2. May coordinate ongoing development of the Clerk of the Board Internet and Intranet home pages.
3. Trains, assigns, organizes, provides quality control, and evaluates the work of subordinate personnel.
4. Coordinates preparation, publication, and certification relating to the processing of legal documentation.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The following apply to all classes:

- Standard office procedures, practices and protocols.
- Reporting procedures of legislative and administrative boards to include the Hearing Board Rules of Procedures.
- Indexing and filing rules and systems.
- County organization and operating policies and procedures.
- Various governmental codes, Board policies, County Charter, Board of Supervisors and county budget and General Plan Amendments.
- Basic business mathematics.
- Data processing systems and terminology.
- Telephone office and online etiquette.
- County customer service objectives and strategies.

Clerk of the Board Assistant II and III (in addition to the above):

- Basic accounting/bookkeeping principles.
- Supervise and train subordinate staff.

Skills and Abilities to:

The following apply to all classes:

- Operate modern office equipment.
- Read and comprehend a variety of technical reports, correspondence and documents.
- Summarize text.
- Compose correspondence and routine reports.
- Retrieve, store and purge information in a wide variety of filing systems.
- Input and retrieve data and information stored in a computerized record system.
- Sort and classify data and information.
- Check and compare technical and legal information.
- Compile, check and verify data and information for accuracy and completeness.
- Compile and summarize data and information; maintain records.
- Take notes and condense text into summaries.
- Layout and format documents and correspondence.
- Organize, prioritize, and schedule workload to meet strict deadlines.
- Update and maintain records, logs, rosters and registers.
- Proofread and verify data for accuracy and completeness.
- Read, interpret, carry out and explain to others policy and procedures.
- Communicate effectively with a variety of individuals representing diverse cultures and background, and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Clerk of the Board Assistant III (in addition to the above):

- Review and monitor the work of others.
- Plan and schedule work assignments.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Clerk of the Board Assistant I:

At least two (2) years of office clerical experience, one (1) year of which must have been at the level of an Intermediate Clerk in the County of San Diego. Experience must have included processing and maintaining records and files; providing government-related information; handling high volume phone and counter contact; and using various automation systems.

Clerk of the Board Assistant II:

1. One (1) year of experience equivalent to a Clerk of the Board Assistant I with the County of San Diego; OR
2. Two (2) years of experience with responsibility for maintaining official records of proceedings and the status of items in progress. One (1) year of such experience must have included in providing support to an official body similar to the Board of Supervisors, special districts, city councils, hearing boards or other comparable legislative or advisory boards. Experience must have included processing and preparing agendas; summarizing official actions; scheduling meetings; and using various automation systems.

Clerk of the Board Assistant III:

1. Two (2) years of experience equivalent to a Clerk of the Board Assistant II with the County of San Diego; OR,
2. Three (3) years of experience with responsibility for maintaining official records of proceedings and the status of items in progress. Two (2) years of such experience must have included in providing support to an official body similar to the Board of Supervisors, special districts, city councils, hearing boards or other comparable legislative or advisory boards. Experience must have included processing and preparing agendas; summarizing official actions; scheduling meetings; and using various automation systems.

Note: Possession of a certificate of completion for a clerical, secretarial, or other office-related curriculum from a community college or vocational school is highly desirable and may substitute for one year of the required clerical experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting and repetitive use of hands, including simple grasping and fine manipulation. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, kneeling, power grasping, pushing and pulling, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in these classes, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in these classes may be required to use their own vehicle.

Certification/Registration

Some positions shall be required to perform notary services. Any expenses associated with performing notary services for the County will be incurred by the County of San Diego.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Retitled: January 3, 1997 (Class Nos. 002900 and 002904)
Revised: December 2001
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Union Code: CL	Variable Entry: Y
Union Code: CE	Variable Entry: N
Union Code: CE	Variable Entry: N